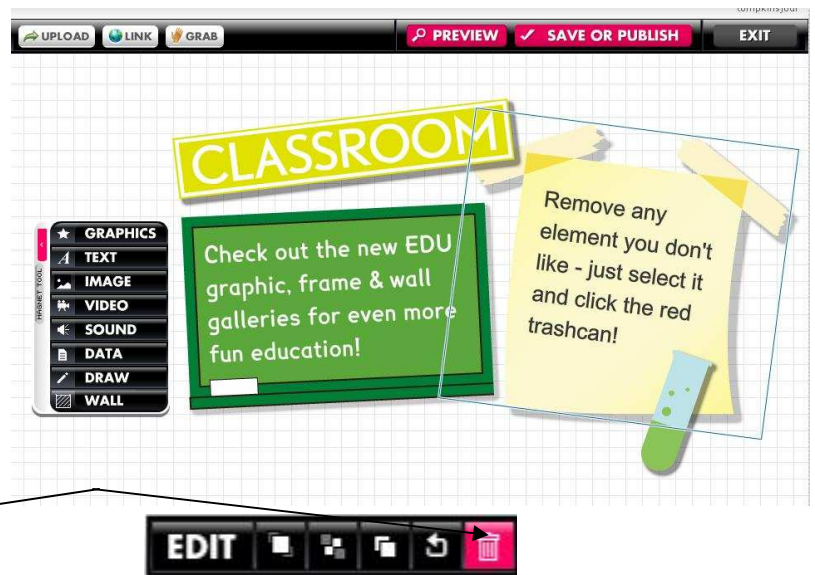


# GlogsterEDU Basic – Steps to Create a Glog

1. At the top of your screen in the middle you should see a red button that says "Create New Glog". Click it and a Glog template will open up for you to edit and begin creating.

**CREATE NEW GLOG**

2. The picture to the right is the screen you will first see. You will be able to delete the objects off of this page and start fresh, or you can edit these if you wish to keep them. To delete, click once on the object and a pinkish red trash can will appear on the edit menu. Click the trash can it the object will be deleted. You can also click once on the object and push your delete key on your keyboard.



3. In order to add new objects, locate your magnetic tool bar. It is usually floating and can be moved up or down depending on where you are working in the Glog.

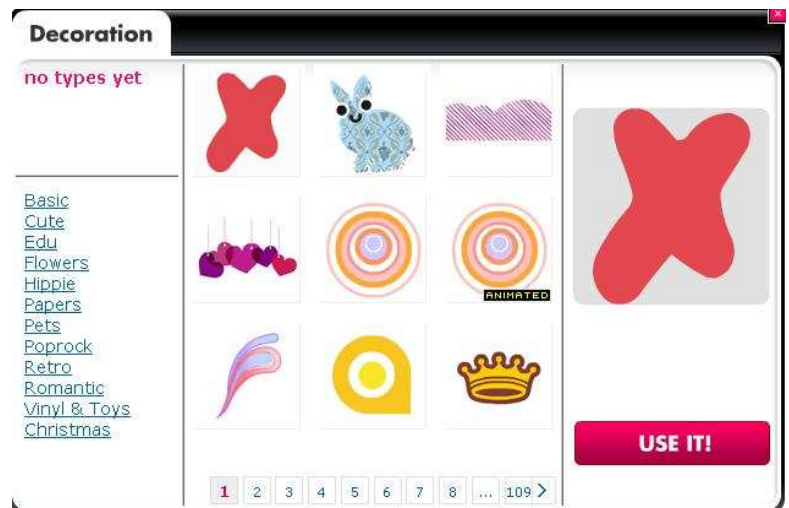
If your magnetic toolbar is hiding, click on the pink arrow to expand or open it up.



To hide the magnetic toolbar, click on the pink arrow.

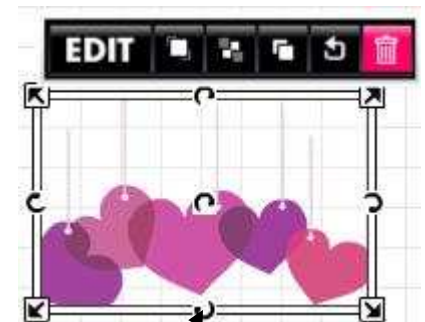
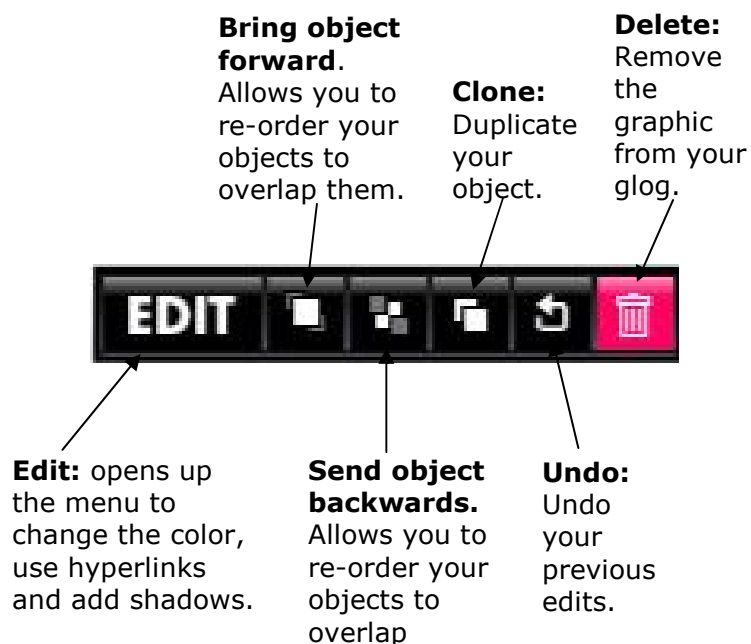


4. To add graphics, click on the magnetic toolbar item called Graphics and this dialog box will appear. With the basic plan you have 109 pages worth of graphics to use. (Note: several items are animated.) There are categories to help narrow down your search. Unfortunately there is no search bar to quickly locate a graphic or to see if that graphic exist.



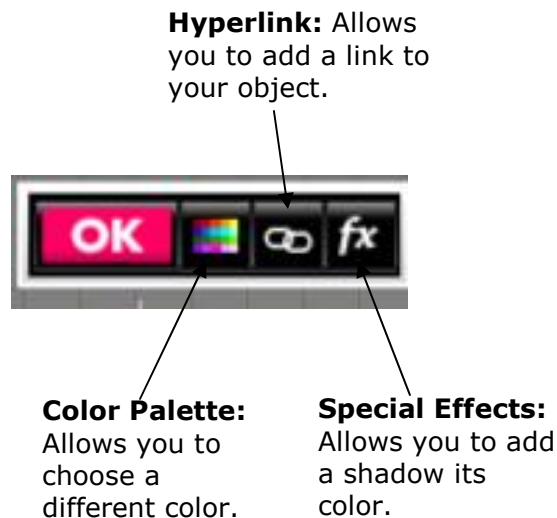
When you have found one to use, click on that graphic so it will appear in the right-side preview pane and then click the button Use It! This will add it to your Glog.

5. You have some editing features for your graphics if you choose to use them. On your Glog Page, click on the graphic you wish to edit/enhance. Now you should see the edit menu pop up above the graphic. This menu will allow you to do the following:

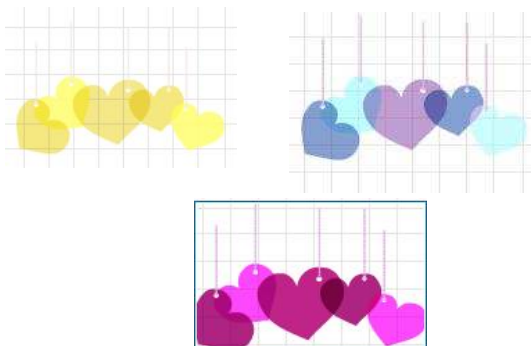


**Note:** The straight arrows on each corner of the graphic allow you to resize it. The curved arrows in the middle of each side allow you to rotate the object. This works on all items like text, videos, images, etc.

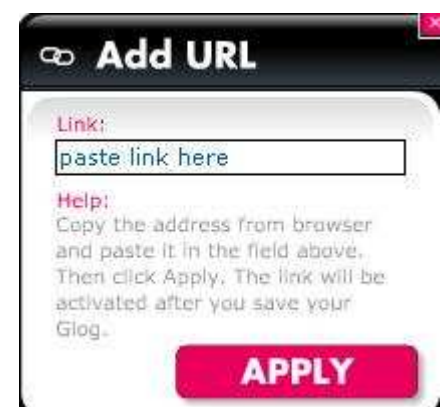
6. If you click the pinkish red Edit button an additional toolbar will appear. This will allow you to do:



7. The Color Palette: Use your dropper tool to select a different color. You can also add colors to your palette for use later. When finished, click apply to see the effect.



8. The Hyperlink: You can add a hyperlink to a graphic, text object or draw- (draw is premium only)



9. The Effects: The shadow tab allows you to adjust the shadow behind the object.

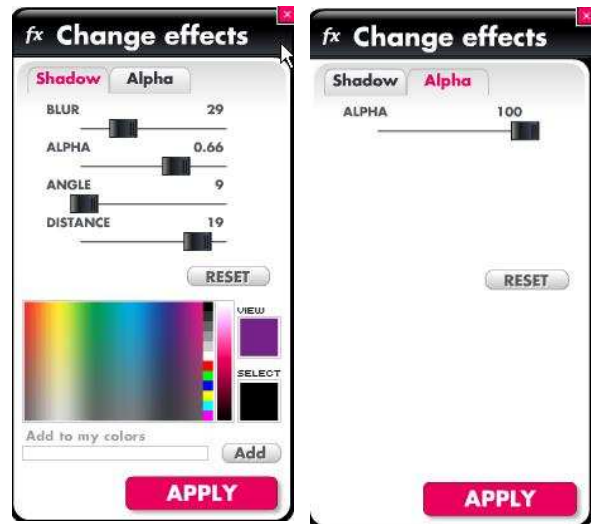
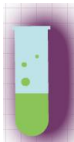
**Blur:** How crisp the shadow edges are.

**Alpha:** How opaque the shadow is.

**Angle:** The angle of the shadow

**Distance:** How close or far away the shadow is to the object.

The Alpha tab adjusts the opacity of the object.



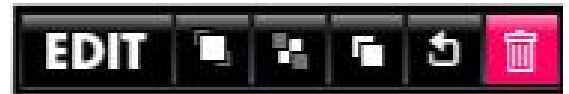
10. To add text, click on the Text button on the magnetic toolbar and this dialog box will appear. With the basic plan you have 51 pages worth of text options to use. There are categories to help narrow down your search.



When you have found one to use, click on that text option so it will appear in the right-side preview pane and then click the button Use It! This will add it to your Glog.

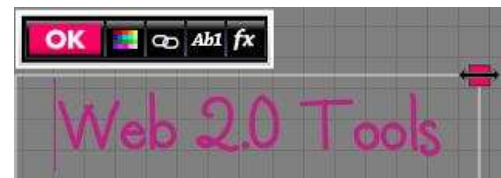
11. You have some editing features for text if you choose to use them. On your Glog Page, click on the text box you wish to edit/enhance.

Now you should see the edit menu pop up above the graphic. This menu will allow you to do the same to text objects as to graphic objects.



If you click on the Edit button you can change the following:

**NOTE:** the red box with the double arrow allows you to resize the text box.



**Color Palette:** Doesn't work with Title or Text option. Top example is a Title text box. Example to the left allows you to change the color of the flower.



**Hyperlink:** Add a link to your text box.

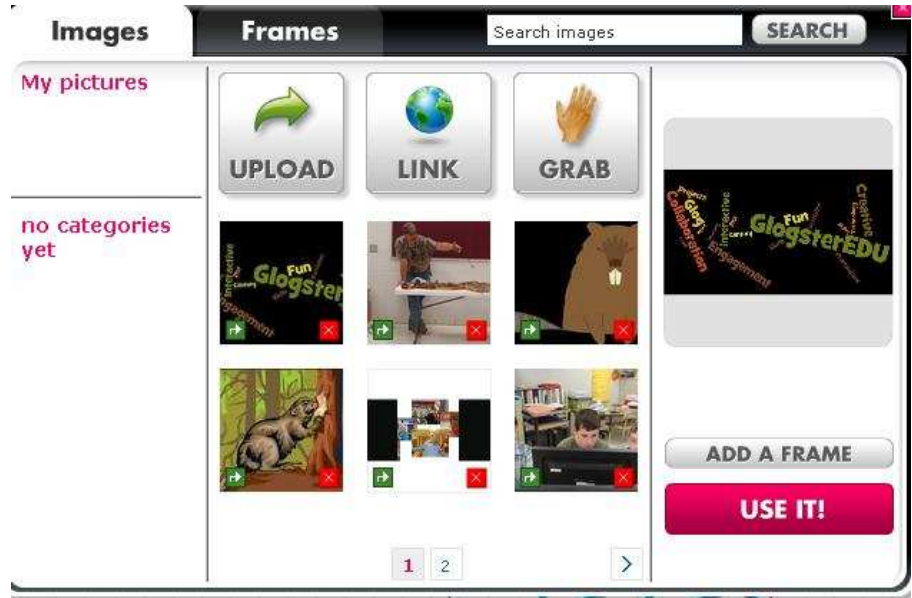
**Ab1:** Change the font, color, alignment, size, or make it bold and italicized.

The Characters tab allows you to choose the type of font family.

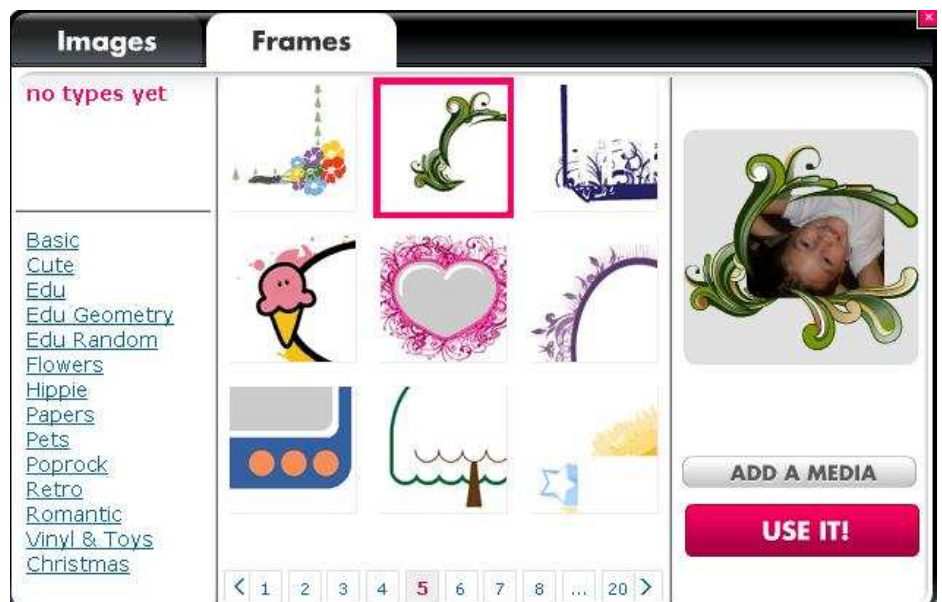




12. To add Images, click on the Image button on the magnetic toolbar and this dialog box will appear. The first time you use this feature you will not see any photos (items) in the workspace. You have the option to Upload one from your computer, Link to one on the Internet, or Grab one via a web cam. (For details on Link and Grab see adding Video section)



When you have uploaded one or selected one to use, click on that picture so it will appear in the right-side preview pane. You also have the option of adding a frame around the photo. Click the Frames tab at the top of this dialog box to choose one.



When you have what you want, click the button Use It!. This will add it to your Glog.

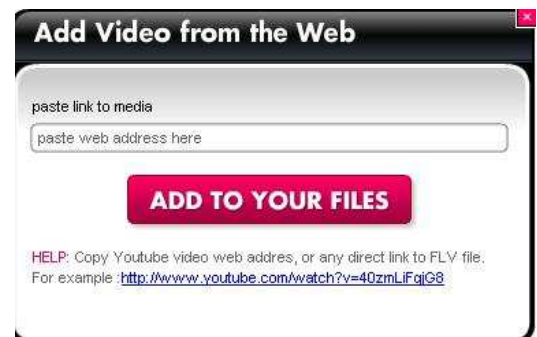
13. To a Video, click on the Video button on the magnetic toolbar and this dialog box will appear. The first time you use this feature you will not see any videos in the workspace. You have the option to Upload one from your computer, Link to one on the Internet, or Grab one via a web cam. You also have the option of using SchoolTube Videos.



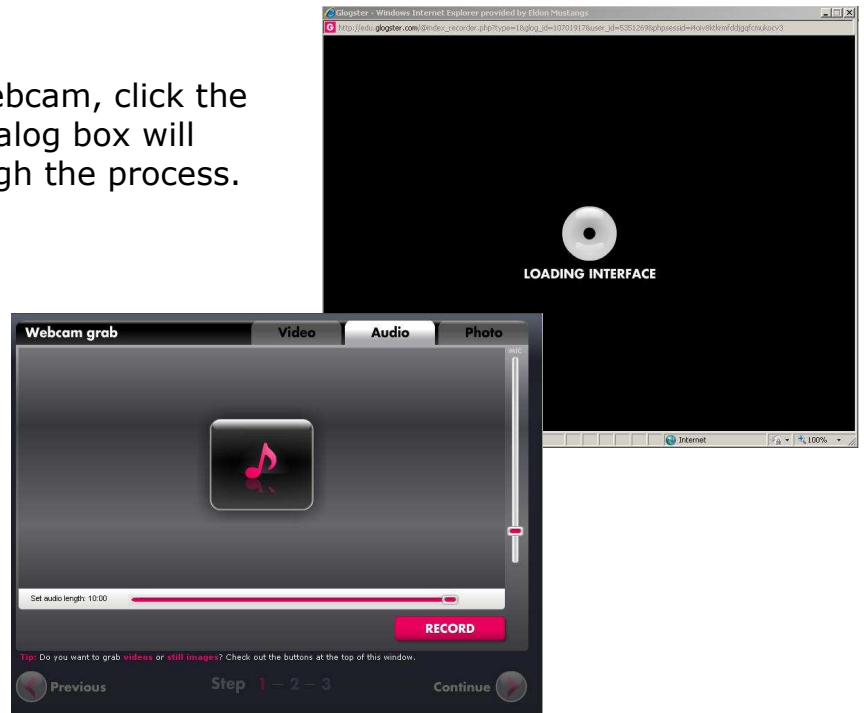
To upload a video from your hard drive, click the Upload button and located the video to open.



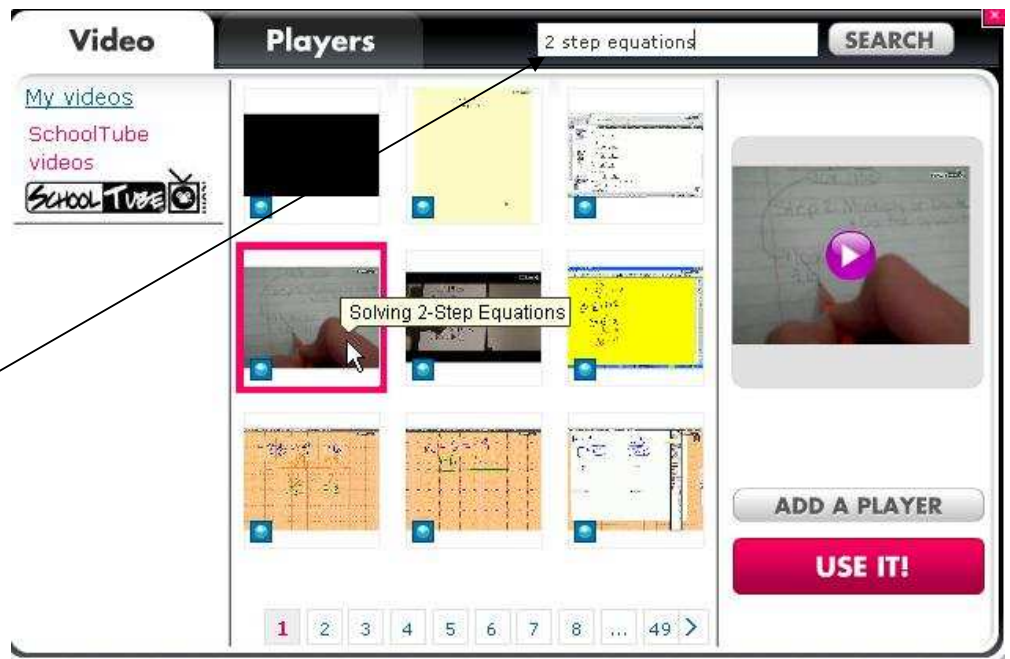
To link to a video via the web, click Link and this dialog box will appear. Paste the web address and then click Add To Your Files.



To Grab a Video from a webcam, click the Grab button. A webcam dialog box will appear to guide you through the process.

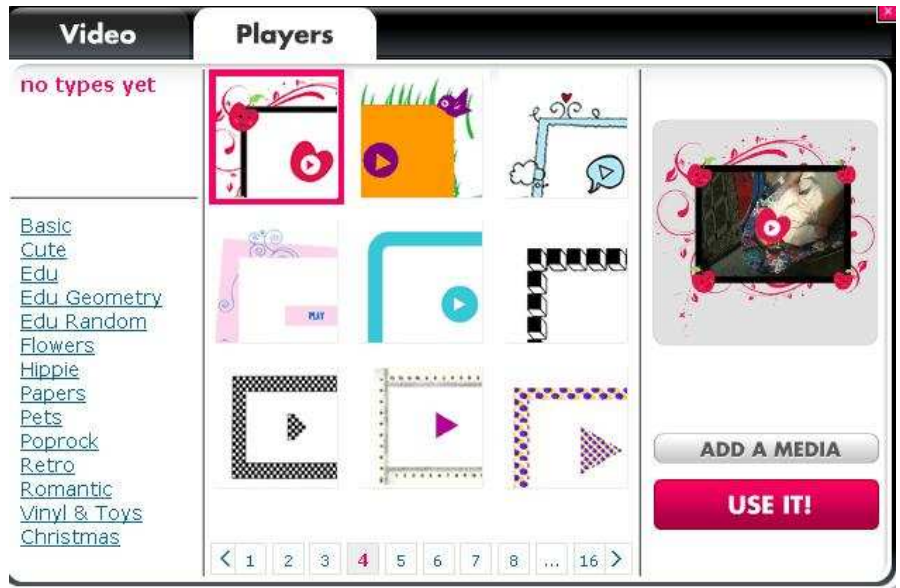


The last option for obtaining videos is selecting SchoolTube videos on the left hand navigation bar. In the search bar, type in key words to find videos related to that topic.

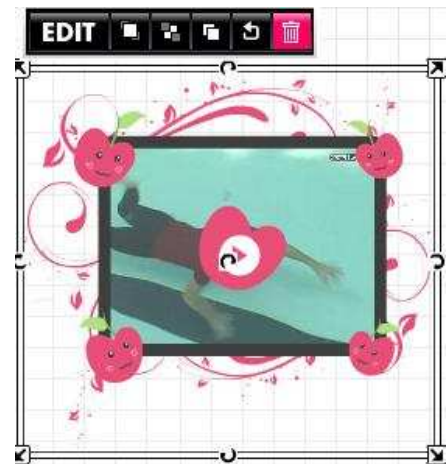




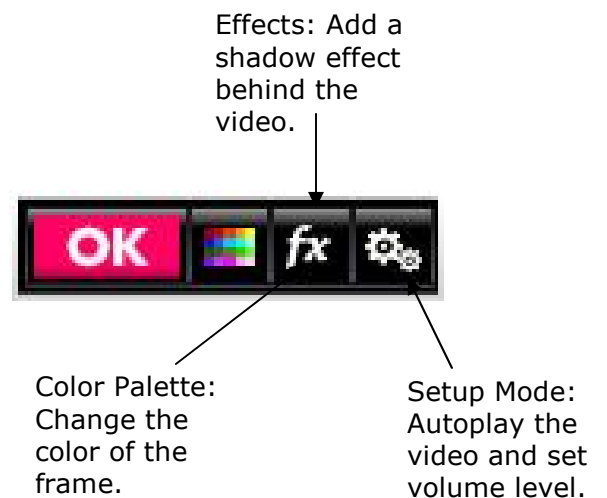
Once the video has been selected, you have the option of adding the video to a player. Select the player of choice then click Use It! Now it will be added to your Glog.



You can edit the video by changing the order, clone it, undo or delete it. With the arrows located around the object, you can resize or rotate.



If you click edit you will be able to:



To change the color of the frame, click on the color palette, choose the color and click apply.



To add a shadow, click the fx (effects) button adjust the shadow and alpha tab options

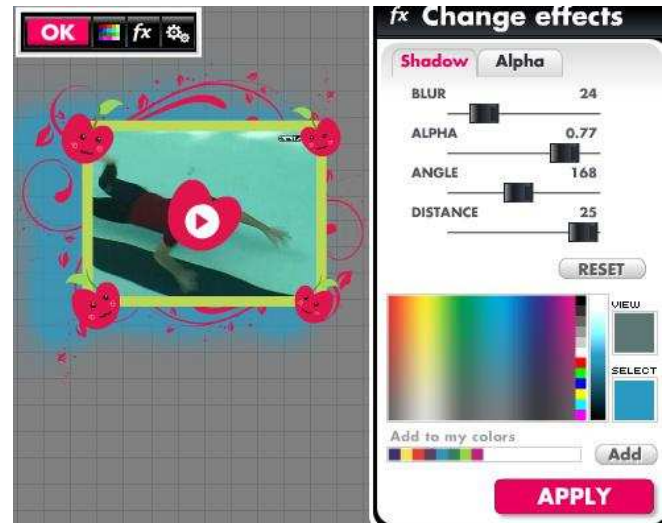
**Blur:** How crisp the shadow edges are.

**Alpha:** How opaque the shadow is.

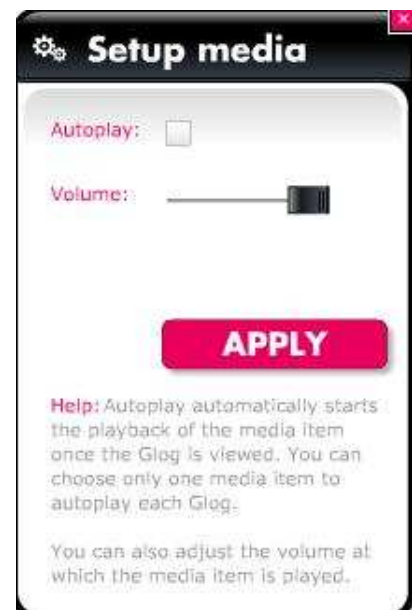
**Angle:** The angle of the shadow

**Distance:** How close or far away the shadow is to the object.

The Alpha tab adjusts the opacity of the object.



The Setup media option allows you to make the video Autoplay automatically when the glog loads. The volume allows you to adjust how loud or soft you want to hear the video.



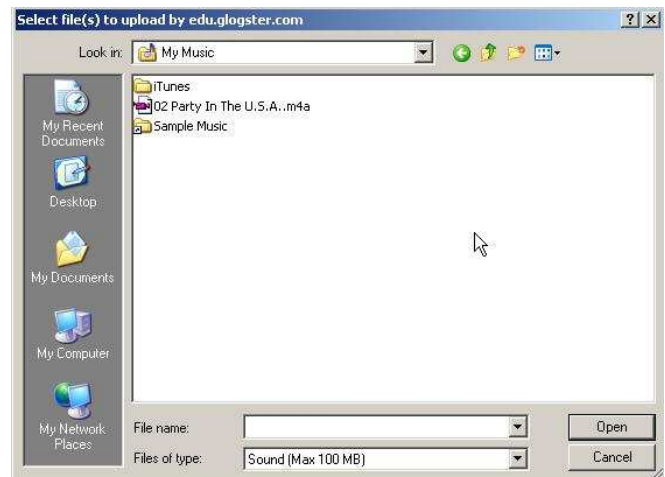
NOTE: You can't watch the video unless you are in edit mode or preview mode.

14. To Audio, click on the Audio button on the magnetic toolbar and this dialog box will appear. The first time you use this feature you will not see any Audio in the workspace. You have the option to Upload one from your computer, Link to one on the Internet, or Grab one via a web cam.

For details on Link and Grab see #13 Adding Video to your Glog.

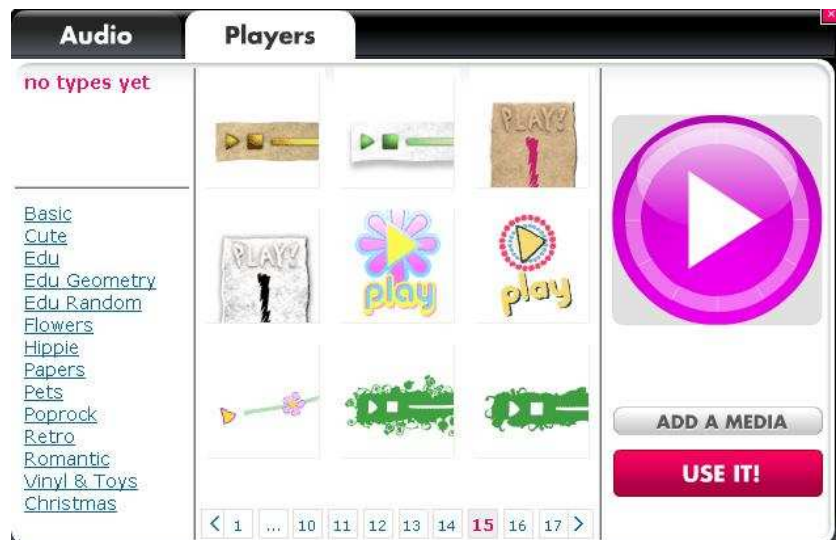


Upload: click the upload button and navigate to where you have saved your file.

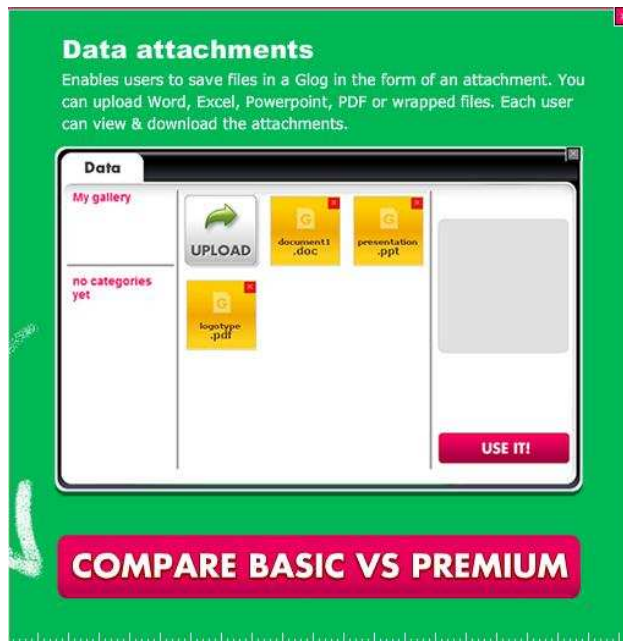


When you have selected your audio, click on the Players tab to select a player. Then click Use It!

NOTE: You can't listen to the audio unless you are in edit mode or preview mode.



15. Data and Draw options: These two options are only available with the premium subscription. (See Premium handout for details)



16. To add backgrounds to your Wall and Page, click on the Wall button on the magnetic toolbar and this dialog box will appear. You have 3 options to choose from on the left-side of the navigation bar:  
 Gallery  
 My Pictures  
 Solid Color



The Gallery has several pages for you to choose from. If you find one you like click Use It and it will be added to your Wall.

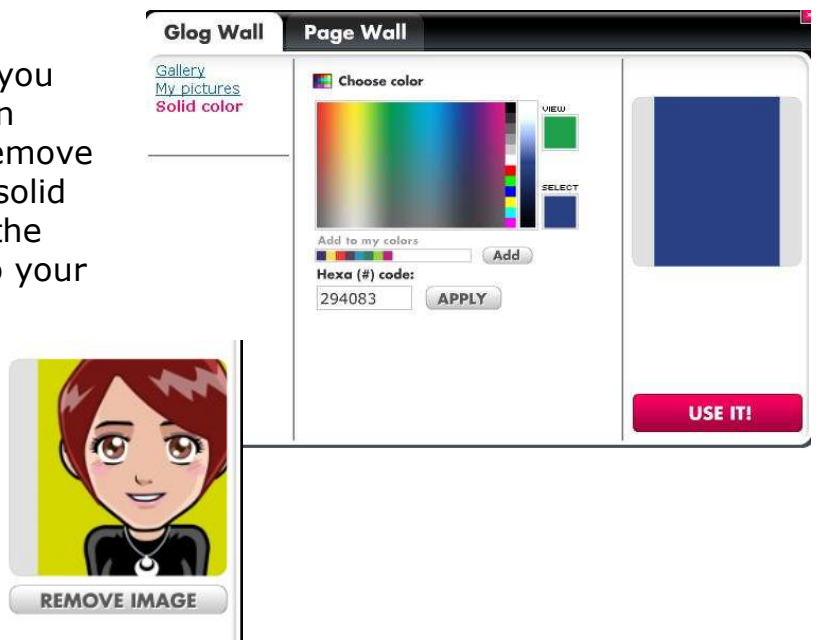


Click on the My Pictures link and you have the option to Upload one from your computer, Link to one on the Internet, or Grab one via a web cam. (For more info on linking and grabbing see item #13)

Notice you can stretch, stretch & fill, normal, tile or reset the image. If you want to use this, select Use It!



If you prefer a solid color, and you have already click to preview an image, you will need to click Remove Image first in order to see the solid color. Once you have selected the solid color click Use It to add to your Wall.





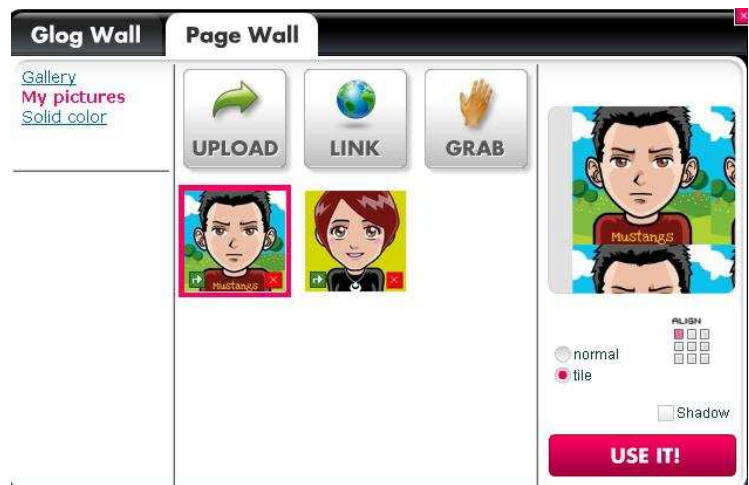
17. To add a background to your Page Wall, click on the Wall button on the magnetic toolbar, then the Page Wall tab, and this dialog box will appear.

You will have categories and/or several pages to choose from. Once you have chosen a design click Use It and it will be added to your Page Wall.



If you wish to use a picture click the My Pictures link on the left-hand side of the navigation bar.

You can upload, link or grab the photo of your choice. (See item #13 for details on how to use these items). Once you have found the photo of your choice select it then choose either normal or tile. You can also add a shadow if you like. Then click Use It and it will be added to your Page Wall.



If you want a solid color for your Page Wall, and you have selected a photo prior to this, you will need to remove it before you will be able to see the solid color. When you find the color you wish to use, click Use It and it will be added to your Page Wall.



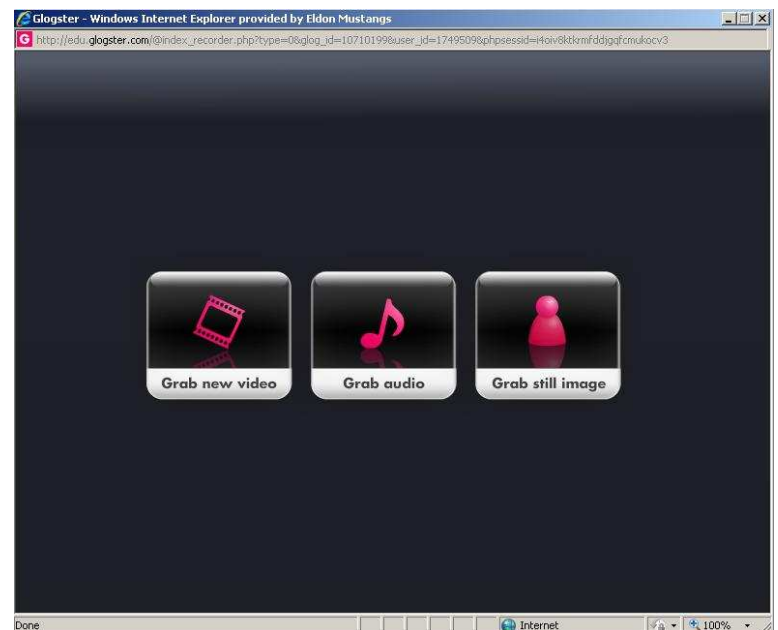
18. The toolbar located in the upper left-hand corner of the screen will allow you to add media.



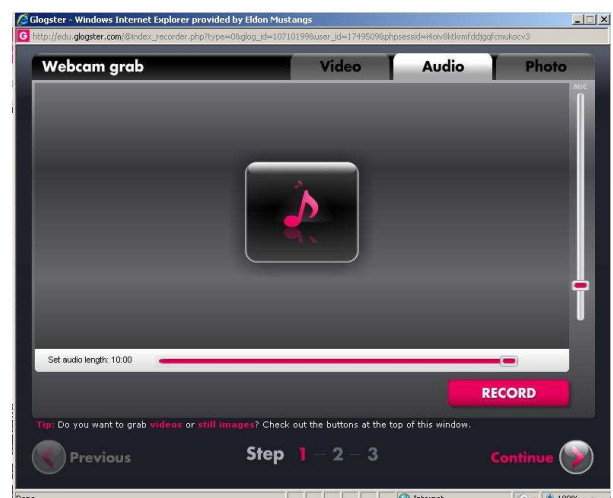
The Upload button will take you to your My Pictures folder and will be uploaded into your images section of your glog.

The Link button will allow you to paste a link to your media.

The Grab button will allow you to grab media such as:  
New Video  
Audio  
Still Image



For example: To grab Audio click the Grab Audio button located in the middle of the screen. When microphone is ready, click Record.



As you are recording the time will advance. When you have finished, click Stop Recording then continue to Save your audio file.



Type in a file name and add tags. Then click Save. This file will be located in your Audio workspace for ease of adding it to your Glog.

The screenshot shows a 'Save' dialog box. It has a dark background. There are two input fields: 'Audio name' with the text 'Practice File' entered, and 'Add tags' which is empty. Below these fields are two buttons: 'CANCEL' and 'SAVE'.

If you chose to grab a video, you will follow the same steps as above but it will be saved in the Video workspace. If you chose to grab a still image, you will again, follow the same steps as above but it will be saved in the Images workspace.